

# LKSC SAFETY TRAINING ACKNOWLEDGMENT FORM

(Revised April 6, 2022)

## Safety Training Requirements for New Employees

### **REQUIRED TRAINING FOR ALL PERSONNEL**

Login to UC Learning Center (LMS) <https://hr.berkeley.edu/uc-learning-center-lms>

- EHS 502 Workplace Safety Program (IIPP)
- EHS 207 UC Berkeley Guidelines on Protecting Workers from COVID-19
- Read and be familiar with the LKS Center Building Emergency Plan (BEP), which is available from their Lab Safety Contact. The BEP basic safety training acknowledgement form (page 2 below) must be signed by the new employee and returned to the LKS Safety Coordinator (room 173 LKS Center) or emailed to [lks\\_help@berkeley.edu](mailto:lks_help@berkeley.edu).
- Location of emergency exits; nearest fire extinguisher and fire alarm pull station; location of emergency meeting site for LKS occupants
- Who to contact in the building in the event of an emergency
- Notification of any potential occupational hazards in the work area
- Notification of employee's rights to ask questions and report safety hazards without fear of reprisal

### **ADDITIONAL TRAINING REQUIRED FOR LAB PERSONNEL**

- UC Laboratory Safety Fundamentals* training (EHS 101) is required for researchers working in labs where hazardous chemicals are used. The initial training is required prior to beginning research, and must be refreshed every 3 years thereafter. Complete the *on-line* course through the Campus Learning Management System (LMS): <http://jwas.ehs.berkeley.edu/lms> (CalNET authentication required; search "EHS 101")
- New employees must log on to the LHAT (<http://ehs.berkeley.edu/lab-hazard-assessment-tool-lhat>; CalNET authentication required) and complete training on the lab-specific personal protective equipment (PPE) needs. Sign up for a PPE fitting appointment at the Lab Coat Lair in University Hall, using this link: <http://calppe.simplybook.me/>
- Read, understand, and sign your laboratory Chemical Hygiene Plan (yellow flipchart).
- Complete *Hazardous Waste Program* training for anyone who generates hazardous waste (15-min. on-line training). Available at the **EH&S Hazardous Waste Program** <https://ehs.berkeley.edu/instructions-how-use-hazardous-waste-program>
- Hazardous Materials Spill Response* training for anyone working with hazardous materials (15-min. on-line training). Available through [LMS](#)
- Complete applicable duty-specific training; sign up through [LMS](#)
  - *Introduction to BioSafety* for biohazardous materials users
  - *Bloodborne Pathogens* for research with human cell lines or tissue
  - *Radioactive Materials User Training* for radioactive materials users
- Laser Safety Training* for laser users (EHS 301 through [LMS](#))
- Location of emergency eye wash/shower
- Read and signed all relevant laboratory Standard Operating Procedures
- Shop safety training (check **only** if applicable)
- Location of [Safety Data Sheets](#) (formerly MSDS)
- Comply with the BDS [Minors in Labs Policy](#)

**PLEASE SIGN DOCUMENT ON NEXT PAGE**

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## Li Ka Shing Center (LKS) Basic Safety Training Acknowledgement

I acknowledge that I have completed the aforementioned Safety Training Requirements and have read the LKS *Building Emergency Plan* (BEP) and I am familiar with its contents.

I also understand that I may clarify any related questions or concerns by contacting the LKS Department Safety Coordinator ([lks\\_help@berkeley.edu](mailto:lks_help@berkeley.edu)).

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Name (print)

Signature

Date

PI/Lab or Workgroup

Please provide your signed copy of this training record via email to the LKS Access Controller at [lks\\_help@berkeley.edu](mailto:lks_help@berkeley.edu) or hand-deliver to the BDS Safety Coordinator in LKS173.